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MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Current Interest Items

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1. Early Retirement

Legislative Counsel's office has notified us that H.R. 8427, the Agency's retirement bill, is scheduled for debate on the floor of the House Wednesday, 30 October. A definite time has not been announced but we expect it to be before 2 p.m.

2. Fund Drive

As of 25 October, 48% of the UGW pledge cards distributed had been returned. Pledges totalled \$62,492.75, 58.6% of goal. Cash contributions to PHAS totalled \$7,551.46.

This campaign seems to be going well and we believe we will make the goal of \$106,600 without any special additional campaigning. There are a few offices where the proportion of non-givers seemed excessively high and the Director of Personnel has called these to the attention of officials in these offices.

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4. Seat Belts

A series of posters has been developed on the need for seat belts and we plan to use these in connection with the sale of seat belts by our recreation organization.

In addition, we are following through with Logistics to post "Fasten Seat Belts" signs at the two main gates leaving the headquarters grounds.

5. Briefing EOD's Regarding Personnel Policies and Procedures

We have undertaken a project to assemble under one cover all of the personnel regulations of general importance to the individual and will include a reading of this material in our standard EOD processing. (This package will be similar to the compilation of Security regulations read by new employees during their in-processing.)

In addition, we are reviewing our standard EOD orientation lectures to be sure that all significant points are brought out.

We are also arranging to locate a set of the personnel regulations which will be made available to EOD's at a central point (or points) so that employees can refer to them as they desire. (This reference point will be announced via an Agency notice or Employee Bulletin when it is established.)

DOCUMENT NO. _____
CLASSIFICATION _____

DECLASSIFIED _____

CLASS. CHANGED TO: TS S

NEXT REVIEW DATE: _____

AUTH: HR 70-2

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GROUP 1
Excluded from automatic
downgrading and
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Approved For Release 2001/07/12 : CIA-RDP80-01826R000300140067-5

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The need for employees to be better briefed regarding personnel regulations and procedures and to have ready access to them was brought out in a recent IS report.

6. Higher Standards for Clerical Recruitment

Some reduction of clerical recruitment requirements as a result of current ceiling limitations and a reluctance on the part of operating offices to accept clerical appointees with relatively low skills has prompted a review of our screening standards. As a result, the "cutting scores" on the EKF tests (verbal, numerical, and clerical skills) have been raised to screen out low-scoring applicants. In addition, clerical recruiters will inform the schools at which they recruit that typing and shorthand skills will be tested and scored by the Agency's rules (which differ slightly from general practice) and explain these rules to them.

(Ordinarily, typing speed is the net score after subtracting errors made from gross words typed during a ten-minute test. The Agency uses a graduated scale of errors in relation to words typed which places a higher premium on accuracy. In shorthand testing, many organizations now use a "completion" type of test in which the candidate fills in words omitted in a printed transcript of the text dictated. The Agency's system requires the candidate to transcribe the entire text from her notes.)

We believe that these steps will select candidates of higher general ability and will reduce the number of cases in which an appointee fails to qualify in shorthand or typing at MOD and must be reassigned.

7. Payment of MOD Travel Expenses

It has just been announced that Clerk-Typists and Clerk-Stenographers, GS-3 and GS-4, have been declared by the Civil Service Commission to be in the "hard-to-get" recruitment category for employment in the Washington, D. C., area. This determination authorizes the payment of MOD travel expenses for such appointees effective 1 January 1964. We are obtaining further details and will assess the impact of this development on our recruitment costs. We shall also consider whether or not the Agency will be required to pay these expenses to maintain a competitive position -- there are some indications that the practice will be restrained in other agencies by new rules requiring greater use of the GS-2 level for appointments and requirements for advanced training or experience for GS-3's and GS-4's. When we have more specific factual information, we shall report further on this.

8. Survey of Fitness Reports

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[redacted] of the IS Staff has met with the Director of Personnel concerning a "quiet" survey of our Fitness Reporting system. [redacted] is also meeting with other staff officers who have experience with the various forms used over the years. We are also assisting him in obtaining background information on systems used elsewhere. [redacted] will meet with MOPD officers for a briefing on the systems used in the military services.

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9. Frozen Rates for Hourly-Paid Employees

As a result of reorganization within TMD, four hourly-paid (GA schedule) employees are being reduced in wage rate through loss of their supervisory responsibilities. Although the fact situation is comparable to one in which salary retention for two years would be authorized for a GS employee, there is no comparable Government-wide rule establishing the period at which an hourly worker's compensation is "frozen." The Department of the Army has adopted a two-year rule and a CSC working group is developing standards to apply a two-year rule throughout Government.

In the TMD cases, two will be resolved through the operation of normal pay increases within two years -- i.e., the salary for their lower step will catch up with their present salary. In a third case, the rates are not expected to reach the employee's current salary for 3½ years. In the fourth case, the employee's new step will probably be at a rate slightly below his current rate even after 3½ years.

TMD protested adoption of a two-year rule for application to these cases and [redacted] acting for the ID/P, sustained their position. However, [redacted] stated that adoption of a two-year rule for future application was acceptable. Consequently, a 3½-year period has been approved for the current cases but a two-year rule will apply in the future.

A CSC working group is developing a proposal for inter-agency coordination to set the two-year rule as uniform Government policy for all types of wage board (hourly-paid) employees.

10. Employment of Retired Officers

Newspaper accounts of the current version of the bill covering dual employment of retired military officers indicate the inclusion of a clause prohibiting or restricting certain types of Federal civilian employment of these officers for six months after retirement. We have asked the Legislative Counsel to obtain the exact language of this provision to ensure that appropriate steps are taken to obtain any exemption we might require.

11. Recreation Association

The Office of the General Counsel is reviewing proposed by-laws for the recreation association. We expect to have a final draft for discussion with the leaders of existing clubs and organizations by 15 November.

12. Quality Step Increases

An additional 8 have been approved bringing the total to 165.

/s/ Emmett D. Nichols

Emmett D. Nichols
Director of Personnel

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OD/Pers / [redacted] (28 October 1963)

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